[1]Pilot Reward and Recognition Program
January 2006 Guideline
http://lss.fnal.gov/section/reward_recognition_form.doc

Purpose - Recognizes and rewards one-time achievements that have a notable impact on a program, to a project, or an individual activity that contributes to the vision and to the pursuit of excellence at FNAL. Awards are "supplemental," at the discretion of the Supervisors/Managers, and must not be made under any "contract, agreement, or promise."

Eligibility – All employees are eligible for the award program, **except** subcontractors, guests or visitors, Union represented employees, and employees on a Performance Improvement Plan (PIP). Events and achievements that have supported other types of pay increase or awards should NOT be used to support an award under this program.

Criteria
1. Technical accomplishment, breakthrough, or discovery;
2. Creativity and/or initiative used in accomplishing work assignments, including problem definition and solution;
3. Innovation by team or individual that contributes to progress towards the completion of a project or milestone;
4. Exemplary performance in response to an important organizational need;
5. Improvement of quality, efficiency, safety, productivity, etc.;
6. Administrative or management practices that have a positive organizational effect;
7. Achievement in support of Lab's goals or values, e.g., ES&H, cost cutting/enhanced efficiency, educational outreach, diversity, and activities that enhance the Lab's standing in the community as a "good" citizen.
8. Performance of other duties outside employee's own expected job requirements**.**

Recommendation and Approval – Awards are recommended and distributed at the Supervisory level, and paid as "discretionary supplemental pay" in amounts that will be "grossed up" by payroll. An individual may receive more than one award within a year as long as the accomplishment or achievement is for a different reason. Awards are to be distributed on a monthly basis throughout the year.

Award Amounts and Payment – The amount of the award should reflect the level of performance, importance of accomplishment, and benefit to the Lab. The min/max of possible awards for FY2006 are $100 and $750 in $25 increments. Awards are taxed as income and will be grossed up using the supplemental tax rates for federal and state withholding purposes. Employees will receive the total amount of the award as net pay. There will be no voluntary deductions or contributions taken from this check.

Funding Allocation and Distribution – Each year a portion of the Salary Management Fund recommended to DOE will contain an element (based on a "per-capita" amount) to fund this program. Upon approval by the Laboratory Director, the amount will be distributed by the LSS Head to the Division/Sections based upon population, and it will be the responsibility of each Division/Section to distribute their amount proportionately to Departments. All awards should be distributed by the last day of August to be paid out by end of the fiscal year.

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[1] Revised 1/06

Administration - Each Division/Section will assign an R & R Fund administrator to channel all such award recommendations to the Division/Section Head for approval, transmit approvals to Payroll for award check production, keep records of both the "net" and "gross" fund amounts spent, notify supervisors, managers and the Division/Section Head of amounts committed and report balances quarterly to LSS. Gross value of awards should NOT exceed the allocated amounts. If the gross distribution total is more than the allocated amount, the Division's/Section's Salary Management Fund will be reduced by the difference.

Procedure:
1. Supervisors should complete the R & R form as soon as possible after the event that gave rise to the award recommendation and submit the form to the Department Manager for approval.
2. The Department Manager either returns the Form to the initiating supervisor if not approved, or forwards the Form to the Division/Section R & R Fund administrator if approved.
3. The Fund administrator routes all Forms to the Division/Section Head for approval.
    a. If not approved by the Division/Section Head, the Fund administrator returns the recommendation Form to the appropriate Department Manager.
    b. If approved by the Division/Section Head, the Fund administrator forwards the Form with original signatures to Payroll for award check production, and a copy to the Compensation Group, MS 124.
    c. Forms should be submitted to Payroll by the last day of the month. Payroll will produce checks once a month on the Friday approximately 2 weeks after month end. Forms submitted after the last day of the month will not be processed until the next month's run, which could delay the award for 6-8 weeks after the event or achievement.
4. Payroll calculates the gross amount needed to provide the net award using the current supplemental tax rates. Please call payroll for an updated estimated gross calculation example.
5. Payroll will call the Fund Administrator when the checks are available for pick up. Please provide the Administrator's phone number on the form where indicated.
6. The Fund administrator records both the net and gross values of the award check and maintains a record gross amount committed against the allocation (templates are available).
7. The Fund Administrator delivers the check to the originating supervisor to present to the employee.